

Institute for Professional Development, PO Box 1468, Clifton, NJ 07015
2018 Upcoming January – May Seminars

2018

**OPEN PUBLIC RECORDS ACT (OPRA) REQUIREMENTS And EXEMPTIONS
Everything You've Ever Wanted to Know About What the Public Wants to Know**

JANUARY 19, 2018 NEW JERSEY LAW CENTER, NEW BRUNSWICK

Approved by DCA - CMFO, CCFO, 4 CEU's – Office Management & Ancillary
Approved by DCA –CTC -4 CEU's – General/Secondary
Approved by DCA- RMC – 4 CEU's – Records - Approved by Rutgers RPPO, RPPS 4 CEUs Management/Super
Approved by DCA – CPWM – 4 CEU's – Government
Approved by DCA – QPA – 4 CEU's – Office Adm.
Approved – RMA, CPA, PA – 4 CPE's - Management
Approved by Rutgers-CRP- 3.5 CEUs –Class Room
Applied to NJ Taxation Division-CTA - 3 CEUs in 3 Property Tax Administration
Applied to NJ Supreme Court for 4 CLEs Attorneys 4PRO Professional Responsibility

Seminar #1 \$99 per person \$125 Door Registration

9:00am –9:30 am Registration, HOT BREAKFAST BUFFET - SEMINAR 9:30AM - 12:50PM

Not so Basic: The Basics of OPRA
Broken Records: Exemptions
Failure to Communicate: Responsibilities of the Custodian
How it works: Exploring Recent GRC Guidance, Decisions
ACD Exemption, Exemptions and Special Issues
Attorney-Client Privilege Exemption
Legislative Records Exemption
Criminal Investigatory Exemption & Victims Records Exemption
Computer and Building Security Exemption
Personal Identifying Information Exemption
Personnel and Pension Records Exemption
Higher Education Exemption
Compliant Process And NJ Court Decisions

*Speakers: Casey Woods, Esquire
OPRA Custodian
Rutgers University Ethics & Compliance*

*Jonathan M. Busch, Esquire
Busch Law Group LLC
450 Main Street, Metuchen, NJ*

**COMPLIANCE WITH THE VARIETY OF LABOR LAWS
ENFORCED BY THE DEPARTMENT OF LABOR**

JANUARY 19, 2018, NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO, 4 CEU's – 2 Accounting & 2 Office Mgt/Ancillary Subjects
Approved by DCA - CCFO, 4 CEU's – 2 Accounting & 2 County Fiscal Operations
Approved by DCA - RMC, 4 CEU's – 2 Finance & 2 Professional Development
Approved – RMA, CPA, PA – 4 CPE's Accounting/Auditing

9:00am – 9:30 am Registration, HOT BREAKFAST Seminar Time Table 9:30am-12:50pm
Seminar #2 \$99 per person \$125 Door Registration

The Wage and Hour Division is committed to providing employers with the tools they need to operate in compliance with the variety of labor laws enforced by the Division

Wage & Hour's Enforcement Of:
The Federal Minimum Wage, Overtime Pay
Recordkeeping, Salaried vs. Non-Salaried Employees
Complying with FLSA
Labor Requirements of the Fair Labor Standards Act
Family Medical Leave Act, with Focuses on Unpaid Leave
Qualifying Conditions
Intermittent Leave/Reduced Leave Schedule

SPEAKER: Shavonne Person
Community Outreach & Planning Specialist
U.S. Department of Labor-Wage & Hour Division

**PREPARING THE ANNUAL FINANCIAL STATEMENT and
FINANCIAL SUBMISSION TRACKING SOLUTION (FAST)**

**JANUARY 19, 2018 NEW JERSEY LAW CENTER
EARN 5 CREDITS!**

Approved by DCA - CMFO, CCFO, – 5 CEU's -4 Accounting & 1 Budgeting
Approved – 4 CPE's RMA, CPA, PA – 4 CPE's - Accounting/Auditing

Seminar #3 \$125 per person \$150 Door Registration

9:00am – 9:30 am Registration, **HOT BUFFET BREAKFAST**

9:30am – 12:50pm Preparing the Annual Financial Statement
Review of Post Closing Trail Balance
Monthly cash receipts by Fund and Category
Current and General Capital Funds
Review Detail of Budget Revenues
Review of Tax Data including Abstract of Rateables
Schedule of Bonds Issued and Outstanding
Debt Service
Posting of Journal Entries to the General Ledger
Posting from the General Ledger to the AFS
General Journal Entries General Capital Fund

FAST -Financial Automation Submission Tracking Solution
Maureen Mitchell, NJ Division of Local Government Services

SPEAKERS: Richard J. Gartz,, CPA, CMFO & Maureen Mitchell, DLGS

What's New in Management?
Managerial Communications in the 21st Century
Earn 5 Continuing Education Credits!
MARCH 16, 2018
NEW JERSEY LAW CENTER, NEW BRUNSWICK, NJ

Seminar #4 \$125 per person \$150 Door Registration

- *Approved by DCA for CMFOs & CCFOs 5 CEUs - 3 Office Mgt/Ancillary Subjects, 1 Ethics & 1 Information Technology
- *Approved by DCA for CPWM (Public Works Managers) 5 CEUs – 3 Management, 1 Ethics & 1 Information Technology
- *Approved by DCA for RMCs 5CEUs - 3 Professional Development, 1 Ethics & 1 Information Technology
- *Approved by DCA for CTCs 5 CEUs - 3 General/Secondary Duties, 1 Ethics & 1 Information Technology
- *Approved by DCA for QPAs 5 CEUs - 3 Office Administration/General Duties, 1 Ethics & 1 Information Technology
- *Approved by Rutgers University for RPPO/RPPS 5 CEUs - 3 Management/Supervisory & 2 Ethics
- *Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
- *Approved by Rutgers University for 4 CRPs in Classroom for Certified Recycling Professionals
- *Approved for 5 CPEs for CPAs, RMAs & PAs – 5 Management

8:30am–9:00 am Registration, Hot Breakfast Buffet - 9:00am–1:10 pm Seminar Timetable

It is important for any manager to keep aware of the current and emerging ideas, techniques and perspectives in management. This seminar is constantly revised and is different every time it is offered. In this seminar we will concentrate on Managerial Communications in the 21st Century. Some topics that we will cover this time:

- Communications Styles - Everyone communicates differently. What is your style? Can you learn another style?
- Technology - How we communicate is changing and will keep changing. Where are we and what is in store?
- Expectations & Ethics - The workplace of the future with its redefined jobs, redesigned workplaces and changing workforce will bring new expectations. How will you keep up?

Speaker: Dr. Stephen Betts, Ph.D

Avoiding Liability For Sexual Harassment
MARCH 16, 2018
NJ LAW CENTER, NEW BRUNSWICK, NJ

Seminar #5 \$99 per person \$125 Door Registration

Approved by DCA - CMFO, CCFO, CPWM,CTC,RMC,QPA 4 CEU's –4 Ethics
Approved for 4 CPE's for CPA, RMA PA – Management

9:00am – 9:30 am Registration, Full Breakfast Buffet-9:30am – 12:50pm Seminar Timetable

Remedy the Situation

These steps include having the following measures in place:

- (1) Formal Policies Prohibiting Harassment in the Workplace;
- (2) Complaint Structures for Employees' Use, Both Formal and Informal in Nature;
- (3) Anti-Harassment Training, which must be Mandatory for Supervisors and Managers, and Must be Available to All Employees of the Organization;
- (4) The Existence of Effective Monitoring Mechanisms to Check the Trustworthiness of the Policies and Complaint Structures; and
- (5) An Unequivocal Commitment from the Highest Levels that Harassment Will Not be Tolerated. By Consistently Adhering to the Above Guidelines and Responding Promptly and Effectively to Claims of Harassment, Employers will be Able to Dramatically Reduce Their Exposure to Liability for Allegations of Sexual Harassment.

SPEAKERS: Ms. Linda J. Posluszny, Esquire, Mr. Eric Guglielmotti, Esquire, and Joe Toris, Esquire
of the Firm Jackson Lewis P.C., Morristown, NJ

Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

**UNDERSTANDING IRS PAYROLL REGULATIONS
FOR SCHOOL DISTRICTS AND MUNICIPALITIES
MARCH 16, 2018
NJ LAW CENTER, NEW BRUNSWICK, NJ**

Seminar #6 \$99 per person \$125 Door Registration

Approved by DCA - CMFO, CCFO – 4 CEU'S – 4 Accounting
Approved for CPEs RMA, CPA, PA – 4 CPE'S – Accounting & Auditing

Registration & Breakfast Buffet 9am to 9:30am - Seminar Timetable 9:30 am - 12:50 pm

Worker Classification: Employee or Independent Contractor?

Workers may be: Independent Contractors-Employees - How do you know?

FIRE System: Filing Information Returns Electronically

Review of Form 941, Employer's Quarterly Federal Tax Return

Review of Form 944, Employer's Annual Federal Tax Return

Public Officials Earning-How should their earning be reported?

403(b) and 457(b) Plans of Government Entities-

a. Deferrals, Distributions, Sick & Vacation Pay

Understanding the Specific Requirements under Section 403(b) & 457(b) for

a. Deferrals & Distributions-Understand How to Defer Accumulated Sick
and Vacation Leave

Section 403(b) Plans Overview Contributions Limits-Catch-up Contributions-Taxation

Exempt from requirements of Section 457-Bona fide sick, bona fide vacation, compensatory
time, severance, disability & death benefit plans

Non-Accounting Allowances (Including paying volunteers): Examination Problems, Review of the Law, Applying the Law

SPEAKER: Vincent Urciuoli, IRS Agent, Federal/State/Local Government Specialist

Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

**Tax Collection Workshop:
Calculations, Enforcement & Legislation Review
EARN 5 Credits!
For Municipalities & School Districts
April 20, 2018 – Jumping Brook County Club, Neptune, NJ**

Seminar #7 \$125 per person \$150 Door Registration

* Approved by DCA CTC – 5CEU's - 2 Reporting/Billing/Collections, 2 Enforcement & 1 Legislation

*Approved by DCA CMFO & CCFOs – 5 CEU's - 4 Accounting & 1 Financial Debt/Mgt.

*Approved for CPA, RMA, PA - 5 CEU's - Accounting & Auditing

8:30am – 9:00am Registration, Full Breakfast Buffet

Seminar Time Table 9:00am to 1:10pm

ENFORCEMENT

BILLING

APPEALS

REVIEW OF ASSESSMENT FOR IMPROVEMENTS

DELINQUENT INTEREST & YEAR END PENALTY

TAX SALE

LIEN REDEMPTION

REDEMPTION IN INSTALLMENTS

ASSIGNMENTS

FORECLOSURE

REVIEW OF LFN-2017-13

BRING YOU CALCULATOR

Speaker: Sharon Sulecki, CTC, Former Tax Collector Lacey Township

**PENSION WORKSHOP:
WHAT ARE YOUR RESPONSIBILITIES
For Municipalities & School Districts
April 20, 2018
Jumping Brook County Club, Neptune, NJ**

Seminar #8 \$99 per person \$125 Door Registration

- *Approved by DCA CMFO & CCFOs – 4 CEU's - 1 Accounting & 3 Financial Debt/Mgt.
- * Approved by DCA RMC – 4 CEU's - 2 Finance & 2 Professional Development
- *Approved for CPA, RMA, PA - 4 CEU's - Finance

9:00am – 9:30am Registration, Full Breakfast Buffet Seminar Time Table 9:30am to 12:50pm

Epic Security Features – Covering the four security applications
The Employer's Role When a member Retires
When a Member Retires: Going the Extra Mile
Post retirement Employment Restrictions
Notification of Employment retirement
How to Administer TPAF, PERS, PFRS
Shortcuts to Specific Retirement Forms
Retirement Eligibility - Understanding the Tier Levels System
Early retirement - Calculation by the Tier Levels
Form 1095-C - What is your responsibility?

Speaker: Andrew Kenney, NJ Divisions of Pensions

WORKPLACE PRIVACY ISSUES
Earn 5 Continuing Education Credits!
APRIL 20, 2018
JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Seminar #9 \$125 per person \$150 Door Registration

- *Approved by DCA for CMFOs & CCFOs 5 CEUs - 3 Office Mgt/Ancillary Subjects & 2 Ethics
- *Approved by DCA for CPWM (Public Works Managers) 5 CEUs – 3 Management & 2 Ethics
- *Approved by DCA for RMCs 5CEUs - 3 Professional Development & 2 Ethics
- *Approved by DCA for CTCs 5 CEUs - 3 General/Secondary Duties & 2 Ethics
- *Approved by DCA for QPAs 5 CEUs - 3 Office Administration/General Duties & 2 Ethics
- *Approved by Rutgers University for RPPO/RPPS 5 CEUs - 3 Office Administration/General Duties & 2 Ethics
- *Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
- *Approved by Rutgers University for 4 CRPs in Classroom for Certified Recycling Professionals
- *Approved for 5 CPEs for CPAs, RMAs & PAs – 5 Management

8:30am – 9:00 am Registration, Breakfast Buffet - 9:00am – 1:10 pm Seminar Timetable

It is important of all government professionals and licensed holders to keep aware of the current areas of privacy in discharge of their professional management duties. Some topics cover this time:

- Employee Surveillance
- Searches and Ethical Behavior
- Monitoring Communications
- Drug and Alcohol Testing
- Psychological and Personality Tests
- Off-Duty Behavior and Activities

Speaker: Armando Riccio, Esquire

NJ LAW AND PROFESSIONAL ETHICS SEMINAR
May 11 2018
NJ Law Center, New Brunswick, NJ
Approved for CPAs, RMAs, PSAs, PAs 4 CPEs Professional Ethics
Approved for 4 CEUs by DLGS for CMFO/CCFOs, CTCs, QPAs, CPWMs, RMCs - 4 Ethics

Instructor: Mr. Douglas Petix, CPA, CMFO

Seminar #6 \$150 per person \$175 Door Registration

Registration and Breakfast Buffet 8:30am - 9:00am -- Seminar Timetable 9am-1pm

Registration Form

Objective: This seminar will prepare participants to evaluate situations that call for judgement about NJ State Statutes, Rules of the New Jersey State Board of Accountancy, NJ's Uniform Enforcement Act, Regulations of NJ's Division of Consumer Affairs and ethics issues. Participants will earn four CPE credits in Professional Ethics to fulfill the mandatory requirement for the New Jersey triennial reporting period.

At this seminar, participants will:

Have an understanding of Public Accounting Licensing and powers of the NJ State Board of Accountancy. Review the CPE requirements. Have an understanding of the objective to Enhance Professional Competence. Be taught the requirements of peer review. Review the differences and similarities of the NJ rules of Professional Conduct and the link to AICPA Code of Professional Conduct.

Seminar Policies

Refunds and Cancellations: Refunds must be in writing and then will be granted. Cancellation 48 hours in advance of seminar. For more information regarding refund, complaint and/or program cancellation policies, please contact our office at 973.777.4200.

\$150.00 per person.

During Inclement Weather: Always check our web site the day before the Seminar to make sure Seminar is Scheduled!
Directions on our Web Site <http://ipd2.com>

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOU PAYMENT
Mail Check to: Institute for Professional Development, P. O. Box 1468 Clifton, NJ 07015 (973) 777-4200

January – May Seminars - SEMINARS INCLUDE HOT BREAKFAST BUFFET

Year 2018

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|-------------------------------------|--|--|
| I wish to register January 19, 2018 | Seminar # 1 ___ Open Public Records Act | \$ 99 per person Door Registration \$ 125 |
| I wish to register January 19, 2018 | Seminar # 2 ___ Labor Laws | \$ 99 per person Door Registration \$ 125 |
| I wish to register January 19, 2018 | Seminar # 3 ___ Preparing for the Audit & Fast (5 Credits) | \$ 125per person Door Registration \$ 150 |
| I wish to register March 16, 2018 | Seminar # 4 ___ What's New in Management (5 Credits) | \$ 125per person Door Registration \$ 150 |
| I wish to register March 16, 2018 | Seminar # 5 ___ Avoiding Liability for Sexual Harassment | \$ 99 per person Door Registration \$ 125 |
| I wish to register March 16, 2018 | Seminar # 6 ___ IRS Payroll Regulations | \$ 99 per person Door Registration \$ 125 |
| I wish to register April 20, 2018 | Seminar # 7 ___ Tax Collection Workshop (5 Credits) | \$ 125per person Door Registration \$ 150 |
| I wish to register April 20, 2018 | Seminar # 8 ___ Pension Workshop | \$ 99 per person Door Registration \$ 125 |
| I wish to register April 20, 2018 | Seminar # 9 ___ Workplace Privacy Issues (5 Credits) | \$ 125 per person Door Registration \$ 150 |
| I wish to register April 20, 2018 | Seminar #10 ___ NJ Law & Professional Ethics | \$ 150 per person Door Registration \$ 175 |

SELECT THE SEMINARS ABOVE THAT YOU WISH TO ATTEND & FAX THIS REGISTRATION FORM TO (973)777-0401

Cancellation Policy – 48 Hours in advance of seminar, in writing - During inclement weather Check our Web Site: <http://ipd2.com>

Name _____ Title _____

Address _____

Organization/Government Unit _____

Telephone # _____ Fax # _____ Email _____

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all its particulars, the articles Have been furnished or services rendered as stated herein, that No bonus has been given or received by any person or persons Within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Just send your check with the application form. you do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been Determined by DLGS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti
Michael F. Conti, Program Coordinator

P.O. Box 1468 Clifton, New Jersey 07015-1468 (973) 777-4200 FAX (973) 777-0401